


<p style="text-align: center;">City Of Burlington</p> 	DOCUMENT NUMBER Covid19-Pol-01		REVISION B
	LAST REVIEWED	NEXT REVIEW	EFFECTIVE DATE
	11/29/2021	1/31/2022	11/29/2021
<p style="text-align: center;">Employee Exposure Plan Covid-19</p>	PROGRAM OWNER		
	Nichole Blow		
	PROGRAM APPROVER		
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Reference Standard: <https://www.osha.gov/coronavirus/safework>

Scope: This policy applies to all City Of Burlington employee's regardless of vaccination status.

Responsibilities

- Management is responsible for development and review of this policy.
- Employees are responsible for reporting illnesses to their employer.
- Employees are responsible for setting up an appointment to get tested.
- Employee shall share test results with their Safety or HR managers.

Procedure

The Vermont Department of Health defines a Close Contact as being within 6 feet, for a total of 15 minutes or more over a 24-hour period, of someone with COVID-19 during their infectious period.

All Employees who have been identified as a Close Contact of an Employee that has tested positive, regardless of their vaccination status, will need to be tested for Covid-19. [CLICK HERE for testing locations](#)

Emergency Paid leave in effect until January 31st 2022

An employee may take Emergency Paid Leave for any of the following reasons,

- Is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- Has been advised by a health care provider to self-quarantine because of concerns related to COVID-19;
- Is experiencing COVID-19 symptoms, is seeking a medical diagnosis or is diagnosed with COVID19
- Is caring for an individual subject with COVID-19 or self-quarantined due to exposure.
- Is caring for their child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
- To obtain or while awaiting the results of a COVID test or diagnosis. (If the employee has been exposed or if the City or State has recommended or requested the test.)
- To receive a vaccination.
- To recover from complications as a result of a vaccination.

Sick time is to be used if you are exhibiting any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Sick leave shall not be considered a benefit that an employee may use at their discretion but shall be used only for the reasons stated in the Employee Personnel Policy.

Vaccinated	Non-Vaccinated
<p>Were you a Close Contact with someone that tested positive for COVID-19? (If Yes)</p> <ul style="list-style-type: none"> • <u>No Quarantine is required</u> • You will need to test for Covid-19 3-5 days after exposure. • You may work while awaiting your test result as long as you do not have Covid-19 symptoms, but <u>must</u> wear a mask until you receive a negative test result. • If you test positive or develop symptoms, leave work. You will need to quarantine for 10 days after you were exposed to the employee who has tested positive. • When test results are received, share results with your HR or Safety Manager. 	<p>Were you a Close Contact with someone that tested positive for COVID-19? (If Yes)</p> <ul style="list-style-type: none"> • <u>Quarantine is required</u> • You will need to test for Covid-19 when you find out that you were exposed, and again at the 7th day after exposure. • When test results are received, share results with your HR or Safety Manager. • After you have tested negative on your 7th day you may return to work. • If you test positive, You will be required to quarantine until: <ol style="list-style-type: none"> 1. 10 days passed after testing positive or from when Symptoms first began. 2. Until you have been fever free for 24 hours and 3. Have no worsening symptoms.

If you test positive for COVID-19 follow the link below to fill out the COVID self-reporting form for the City Of Burlington.

<https://hbinsurance.com/btv/covid19reporting/>